

**EFFECTIVE**

April 1, 2013.

**Subject**

The software we use to write policy manuals is changing. We are converting manuals one at time from our old system which was Adobe FrameMaker to our new Microsoft system. Historical policy will be viewable as a PDF file for internal DHS users.

As manuals are converted they will be listed on the Policy News & Tips page for internal DHS users. Unless the bulletin states otherwise, no policy content will be changed although the policy effective date will change due to conversion.

The Native American manuals have been converted and will have a April 1, 2013 effective date. No policy content has been changed.

Tips for using the new manual software for internal DHS users are located on the Policy News & Tips page.

*Reason:* Policy software update.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Changed Items (content changes) ...**

IOS 100  
IOS 110  
IOS 115  
IOS 200  
IOS 205  
IOS 210  
IOS 215  
IOS 220  
IOS 300  
IOS 305  
IOS 310  
IOS 315  
IOS 320  
IOS 325  
IOS 330  
IOS 335  
IOS 340  
IOS 365  
NAA 100  
NAA 105  
NAA 200  
NAA 205  
NAA 210  
NAA 215  
NAA 220  
NAA 225  
NAA 230  
NAA 233  
NAA 235  
NAA 240  
NAA 245  
NAA 250  
NAA 255  
NAA 300  
NAA 305  
NAA 310  
NAA 400  
NAA 405  
NAA 410

NAA 415  
NAA 420  
NAA 500  
NAA 610  
NAG GLOSSARY  
TAM 110  
TAM 115  
TAM 120  
TAM 125  
TAM 130  
TAM 210  
TAM 215  
TAM 220  
TAM 225  
TAM 230  
TAM 235